

14 December 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-14

SUBJECT : Appointments

REFERENCES: (a) [] 14 September 1967
(b) [] dated 18 August 1969

1. Career-Provisional Appointments. In accordance with reference (a) staff personnel who are employed with the intention that they will attain Career Employee status upon completion of 3 years' service will normally be appointed as Career-Provisional Employees.

a. Since Agency policy requires employees to retire at age 60, those individuals being employed for staff officer positions who will not have completed 20 years of Federal service (including military service) creditable toward retirement by age 60 will normally be given limited appointments as Reserve Employees.

b. Individuals employed to fill staff clerical positions will normally be appointed as Career-Provisional Employees unless they will not have completed 5 or more years of service creditable toward retirement by age 62. When this is the case, such individuals will be appointed as Reserve or Temporary Employees as appropriate depending upon their age and the anticipated duration of the need for their services.

2. Reserve and Temporary Appointments. Staff personnel who are employed for limited periods of service will be appointed as Reserve Employees when it is expected that the need for their services will exceed one year but not five years. Staff personnel will be appointed as Temporary Employees when it is expected that the need for their services will not exceed one year. Reserve and Temporary appointments will terminate at the end of the prescribed appointment period or sooner when it is determined that an individual's services are no longer needed. The appointments of Reserve and Temporary Employees may be extended beyond the prescribed appointment period when it has been determined that an individual's services will be required for a longer period.

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Excluded From Automatic
Downgrading and
Declassification

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3. Appointment of Retired Military Officers and Civilian Employees. In accordance with reference (b) when it becomes necessary to employ retired careerists from any branch of the Government including military officers, they will be appointed as Reserve or Temporary Employees depending on the anticipated duration of the need for their services. Extensions of the appointments of such retirees or the conversion of their appointments to Career Employee status will also be accomplished in accordance with reference (b).

4. Appointment Authority. The Chief, Staff Personnel Division is delegated the authority to approve the appointment of Reserve and Temporary Employees other than retirees from Government service. He is also delegated the authority to approve the extensions of such appointments and the conversion of such appointees to Career Employee status when appropriate. In all cases of the conversion from Reserve Employee or Temporary Employee to Career Employee status employees considered will be required to sign a Statement of Retirement Understanding pertinent to their particular circumstances.



Robert S. Wattles
Director of Personnel

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